

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING JUNE 23, 2026

4:00 P.M

BANTAM FALLS COMMUNITY ROOM

Called to order at 4:01 by Chairperson Sandra Becker.

Commissioners present: Michael Lyn Cappello, Francesca Kracht, and Jean Adams (Tenant Commissioner).

Commissioners absent: Kate Orr.

LHA Employees present: Executive Director Jim Simoncelli Jr., and Administrative Assistant Beth Graziani.

Tenants Present: Eileen Mitchell (unit 3), Virginia Bennett (unit 9) Sue Telman (unit 18), and Alice Zeiss (unit 35).

**Minutes:**

Corrections to Minutes from Special Meeting on June 2, 2026.

On page one, first line, there is an extra “by.” It should read “Called to order at 4:01 by Chairperson Sandra Becker.” Under “Commissioners present” Cappell” should be replaced with “Cappello.”

On page two under “Report of Executive Director” first sentence, the word “hires” should read “hired,” and also under “Financial Report,” motion was seconded by Kate Orr, not Francesca Kracht.

Motion made by Jean Adams to accept the minutes from the Special Meeting on June 2, 2026, as amended. Motion seconded by Sandra Becker. Motion passed. One Commissioner abstained.

**Tenant Comments/Questions/Public Comment:**

Nothing to report at this time.

**Tenant Commissioner’s Report:**

Jean Adams reported that there will be a potluck dinner at Bantam Falls in the community room on Saturday, June 27, 2026.

**Bills and Communications:**

Jim Simoncelli said that the CONN-NAHRO Convention will be held August 23 through the 26, 2026. Motion made by Francesca Kracht to send Executive Director Jim Simoncelli Jr. and Administrative Assistant Beth Graziani to attend the Convention and pay two thirds of the cost (the other one-third to be paid by Morris Housing Authority). Motion seconded by Jean Adams. Motion passed.

**Grants / Fundraising:**

- a. Community Development Block Grant (CDBG)

- i. Bantam Falls Rehab Project – Jim Simoncelli Jr. reported that he is waiting for a date for the ribbon cutting ceremony with the State of Connecticut.
- b. SSHIP – (State Sponsored Housing Improvement Program)
  - i. Project Update – Jim Simoncelli Jr. said he and the housing consultant firm continue to work on the funding application. Bids for the Relocation Specialist were received, with Glendower Group submitting the lowest bid at \$98,593.
- c. Seherr- Thoss Foundations
  - a. Walk-In Showers – Project Update -Jim Simoncelli Jr. stated that the final two bathrooms will be scheduled to begin June 25, 2026.
  - b. River Bend
    - i. Update – Jim Simoncelli Jr. reported that the project went out to bid and that he received a total of six bids. Low bidder was Nosal Construction with a bid of \$3,385,000. The LHA will schedule a review meeting with the project team and Nosal Construction in the next week.

**Report of Executive Director:**

Jim Simoncelli Jr. stated that he did a walk through with Sepples Tree Service at both Wells Run and Bantam Falls. There will be multiple dead trees removed at both properties.

Jim Simoncelli said the Renters Rebate Program that was held at Bantam Falls went well and had a good attendance.

Jim Simoncelli Jr. stated that the LHA maintenance man will be on vacation for 3 weeks starting June 25. Any emergency situations calls will go directly to Jim Simoncelli Jr.

Jim Simoncelli Jr. said that one of the Bantam Falls residents asked him if he would consider putting the refrigerator back in the community kitchen. After a brief discussion with the Board, it was agreed upon to put the refrigerator back into the kitchen.

Jim Simoncelli Jr. reported that he will be looking into developing an LHA business email account.

**Financial Report:**

A. May 2026 - Jim Simoncelli Jr. presented the following financial reports for May 2026: bank balances for operating accounts, grant holding account, pet security account, and STIF account for period ending May 2026.

After a brief discussion, motion made by Michael Lyn Cappello to accept the Financial Report for May 2026 as presented. Motion seconded by Jean Adams. Motion passed.

**Unfinished Business:**

A. LHA Policies and Procedures

- i. Patio/Porch and Storage Policy – Jim Simoncelli Jr. distributed the second draft of the Patio/Porch/ and Storage Policy to the Board for their review and input. Any changes can be submitted to the LHA office prior to the next meeting.
- B. Creating a 501C3 – Nothing to report at this time.
- C. Breezeway / Grounds at Wells Run – Nothing to report at this time.

**Tabled Items:**

- A. Rental Deposits – Nothing to report at this time.
- B. Potential Solar Project – Nothing to report at this time.

**Executive Session:**

Motion made by Michael Lyn Cappello to add “Potential Legal Matters” under Executive Session and to enter Executive Session. Motion seconded by Francesca Krauth. Motion passed. Executive Session was entered into at 4:48 PM.

Motion made by Michael Lyn Cappello to exit Executive Session. Motion seconded by Jean Adams. Executive Session was exited at 4:52 PM.

No action was taken.

**Adjournment:**

Motion made by Michael Lyn Cappello to adjourn the meeting. Motion seconded by Jean Adams. Motion passed. The meeting was adjourned at 4:53P.M.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority